
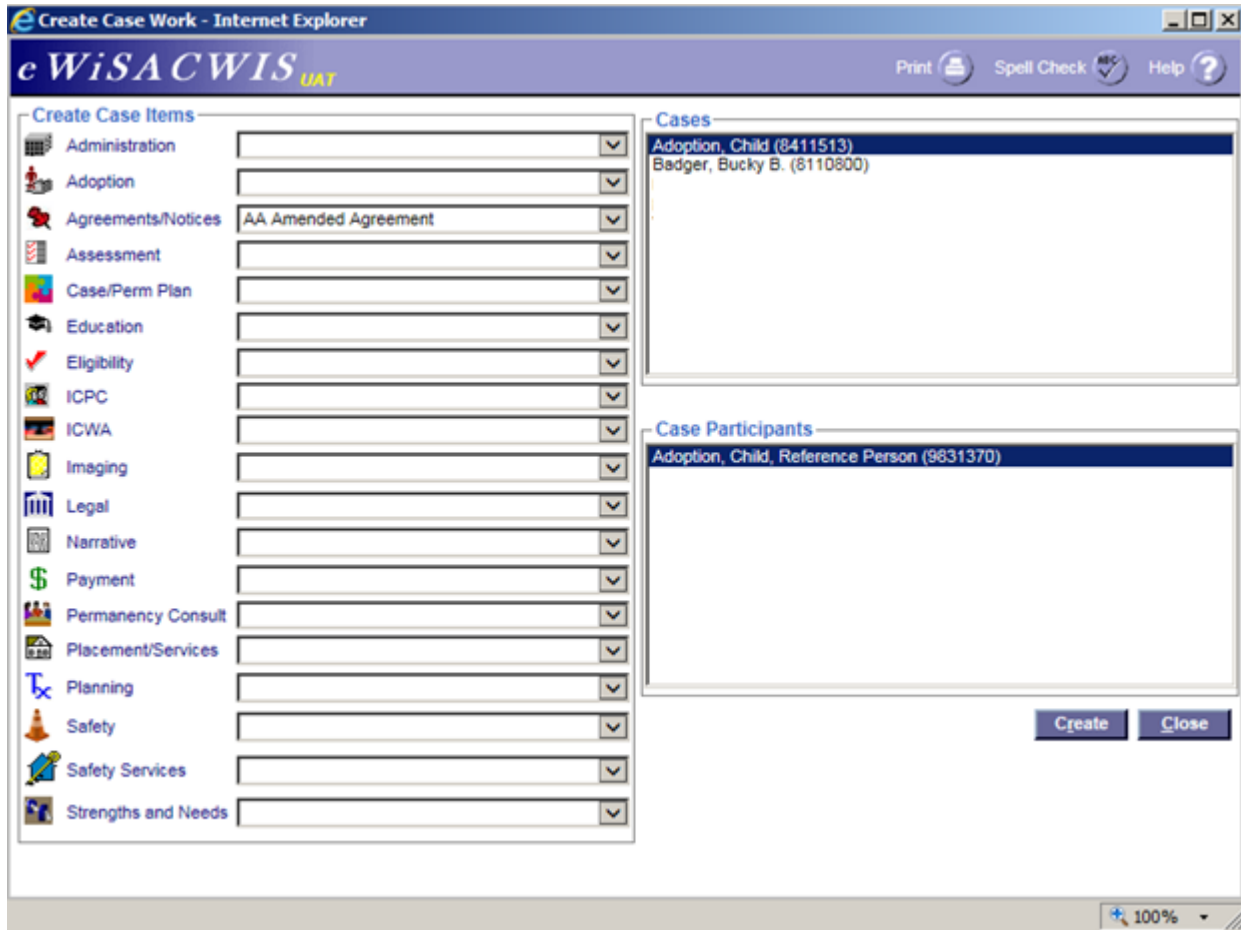


# Adoption Assistance Amended Agreement

**Note:** In order to create an Adoption Assistance Amended Agreement, an assignment to the case is needed.

## Creating an AA Amended Agreement

1. From the desktop, go up to Create > Case Work or click the Case Work hot button . This will open the Create Case Work page.
2. On the Create Case Work page, select AA Amended Agreement from the Agreements/Notices drop-down. Select the appropriate case and the appropriate case participant. Click the Create button. This will open the AA Amended Agreement page.



The screenshot displays the 'Create Case Work' web application interface. The top navigation bar includes the 'eWiSACWIS UAT' logo and utility buttons for Print, Spell Check, and Help. The main content area is divided into three primary sections:

- Create Case Items:** A vertical list of categories on the left, each with a corresponding icon and a dropdown menu. The categories include Administration, Adoption, Agreements/Notices (currently set to 'AA Amended Agreement'), Assessment, Case/Perm Plan, Education, Eligibility, ICPC, ICWA, Imaging, Legal, Narrative, Payment, Permanency Consult, Placement/Services, Planning, Safety, Safety Services, and Strengths and Needs.
- Cases:** A list of available cases on the right. The first two entries are 'Adoption, Child (8411513)' and 'Badger, Bucky B. (8110800)', both of which are highlighted in blue.
- Case Participants:** A list of participants for the selected case. The entry 'Adoption, Child, Reference Person (9831370)' is highlighted in blue.

At the bottom right of the interface, there are two buttons: 'Create' and 'Close'. The status bar at the very bottom indicates a zoom level of 100%.

- On the AA Amended Agreement page, use the Documentation group box to create and retrieve documents that are needed as part of the amendment process. Each of the options in the Type drop-down corresponds to either an image that can be scanned in to the system using the Imaging page (see the Imaging Quick Reference Guide) or a template that can be created.
- Select 'Amended Agreement Request Received' from the Type drop-down in the Documentation group box. Selecting this option will display an [Imaging Search](#) hyperlink beside the row. Click the [Imaging Search](#) hyperlink to launch the Imaging Search data retrieval page.

**Note:** This Type (Amended Agreement Request Received) is required in order to approve the AA Amended Agreement.

**AA Amended Agreement - Windows Internet Explorer**

**eWiSACWIS** TM Print Spell Check Help

**Basic**  
Case: [Apple\\_Child \(9222785\)](#) Person: [Apple\\_Child \(9226129\)](#) DOB: 05/05/2005 Age: 7

**Amended Agreement Details** Confirmation of Needs CANS

**Documentation**

Type	Date Sent/Received	Image/Document
Amended Agreement Request Received		<a href="#">Delete</a> <a href="#">Imaging Search</a>

**Insert**

**Child Abuse and Neglect Background Check(s)**

Location	Requested/Completed	Received	Substantiation(s)	Image

**Insert**

**Adoption Assistance Agreement Information**

Date of Agreement: 06/01/2012 Basic Amount: \$400.00

Options:  **Go** **Save** **Close**

Done Trusted sites | Protected Mode: Off 100%

5. When the Imaging Search page is launched from the AA Amended Agreement page, the Category defaults to 'Amended Agreement,' the Type defaults to the option selected for the documentation row, and the Participants defaults to the name of the child on the amended agreement record. eWiSACWIS will automatically search for all imaging records of the Type selected from today's date to a year prior. These dates can be modified to further narrow the search.
6. If the Results group box has returned the image needed for the amended agreement, select the radio button next to the row then click the Continue button.

**Note:** If the Results group box does not display the necessary document based on the search criteria, a new image can be created by clicking the Create button. Clicking the Create button will launch the Imaging page (see the Imaging Quick Reference Guide). Once an image has been created and saved it will automatically display on the Imaging Search page (as long as the Date is within the Start Date and the End Date) and can be selected to link to the amended agreement record.

**Imaging Search -- Webpage Dialog**

**eWiSACWIS** Print Spell Check Help

**Search Criteria**

Search by:  Name: Apple, Child (9222765) Start Date: 08/16/2011 End Date: 08/15/2012

Category:  Type:  Participants:

Hold down the 'Ctrl' key for multi-selection

**Results**

Category	Type	Participant	Date	File Name
<input type="radio"/> Amended Agreement	Amended Agreement Request Received	Apple, Child	04/10/2012	<a href="#">Amended Agreement Request.doc</a> <a href="#">Edit</a>

Record 1 to 1 of 1

- To create a template for the amended agreement, select 'Request for Documentation Sent,' 'Notice of Approval and Amended Agreement Sent,' or 'Notice of Denial Sent' from the Type drop-down. Selecting one of these options will display a [Text](#) hyperlink in the row. To access the template, click the Save button. Then click the [Text](#) hyperlink.

**AA Amended Agreement - Windows Internet Explorer**

**eWiSACWIS** TM Print Spell Check Help

**Basic**

Case: [Apple, Child \(9222765\)](#) Person: [Apple, Child \(9226129\)](#) DOB: 05/05/2005 Age: 7

**Amended Agreement Details** **Confirmation of Needs CANS**

**Documentation**

Type	Date Sent/Received	Image/Document
Amended Agreement Request Received	04/10/2012	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Imaging Search</a>
Request for Documentation Sent		<a href="#">Text</a> <a href="#">Delete</a>

**Insert**

**Child Abuse and Neglect Background Check(s)**

Location	Requested/Completed	Received	Substantiation(s)	Image
----------	---------------------	----------	-------------------	-------

**Insert**

**Adoption Assistance Agreement Information**

Date of Agreement: 06/01/2012 Basic Amount: \$400.00

Options:  **Go** **Save** **Close**

Done Trusted sites | Protected Mode: Off 100%

- On the Forms page, select the associated document from the Options drop-down and click Go.

**Forms -- Webpage Dialog**

**eWiSACWIS** TM Print Spell Check Help

**General Information**

Case: Apple, Child

Category: Amended Agreement

Document: Request for Additional Information for Amendment for Adoption Assistance

Options:  **Go** **Save** **Close**

[Text](#)

Request for Additional Information for Amendment for Adoption Assistance

9. Enter any applicable information on the template and click the Close and Return to eWiSACWIS button.

9233360.0 [Compatibility Mode] - Microsoft Word

File eWiSACWIS

Print Cut Copy Paste Zoom Spell Check Copy From Bookmarks Close and Return to eWiSACWIS

DEPARTMENT OF CHILDREN AND FAMILIES  
Division of Safety and Permanence

**Request for Additional Information for Amendment for Adoption Assistance**

Today's Date 08/15/2012	Name - Agency [Redacted]
Name - Child (Last, First, MI) Apple, Child	Birthdate - Child 05/05/2005
Name - Adoptive Parent (Last, First, MI) Green Bean, Mom	
Name - Adoptive Parent (Last, First, MI) [Redacted]	Telephone Number (Home) [Redacted]
Telephone Number (Work) [Redacted]	
Address - (Street, City, State, Zip Code) 115 W. Wilson, Madison, WI 53701	

Based on the information you provided in your **Adoption Assistance** Amendment Request, it appears that there has been a substantial change in the needs of your child since the time of adoption. However, we will need additional information regarding your child's [Redacted] needs in order for us to consider your request further. The form(s) cannot be completed by **an adoptive parent**, but must be completed by a non-related professional who works with your child.

The enclosed form(s) must be given to an appropriate professional (physician, therapist, psychiatrist, teacher, etc.) for review and completion. Please ask that the professional check the boxes that he or she is confirming, sign, date, and indicate his or her relationship to the child.

Upon receipt in our office, your request will be considered. **If the requested information is not returned to this office by [Redacted], your request for an amendment may be denied.**

Page: 1 of 1 Words: 228 140%

10. On the Forms page, click the Save and Close buttons.

Forms -- Webpage Dialog

**eWiSACWIS** TM Print Spell Check REC Help ?

**General Information**

Case: Apple, Child

Category: Amended Agreement

Document: Request for Additional Information for Amendment for Adoption Assistance

Options: Request for Additional Information for Amendment for Adoption Assistance Go Save Close

11. The Date Sent/Received is now documented for the associated template.
12. Click the Insert button as needed to create additional documentation rows.
13. To associate a child abuse and neglect background check to the amended agreement, click the Insert button in the Child Abuse and Neglect Background Check(s) group box. Select an option from the Location field. If the eWiSACWIS option is chosen, document the Requested/Completed and Received dates and the Substantiation(s) field. If a county option is selected, an image is required to be linked and an [Imaging Search](#) hyperlink will be displayed. Click the [Imaging Search](#) hyperlink to launch the Imaging Search data retrieval page.

**Note:** At least one background check row must be documented in order to approve an amended agreement.

The screenshot shows the eWiSACWIS web application interface. The browser title is "AA Amended Agreement - Windows Internet Explorer". The application header includes the "eWiSACWIS" logo and navigation links: TM, Print, Spell Check, and Help.

**Basic Information:**

- Case: [Apple, Child \(9222765\)](#)
- Person: [Apple, Child \(9226129\)](#)
- DOB: 05/05/2005
- Age: 7

**Amended Agreement Details / Confirmation of Needs CANS**

**Documentation**

Type	Date Sent/Received	Image/Document
Amended Agreement Request Received	04/10/2012	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Imaging Search</a>
Request for Documentation Sent	09/26/2012	<a href="#">Text</a> <a href="#">Delete</a>

[Insert](#)

**Child Abuse and Neglect Background Check(s)**

Location	Requested/Completed	Received	Substantiation(s)	Image
eWiSACWIS	00/00/0000	00/00/0000	Pending (default)	N/A <a href="#">Delete</a>
Kenosha	00/00/0000	00/00/0000	Pending (default)	<a href="#">Delete</a> <a href="#">Imaging Search</a>

[Insert](#)

**Adoption Assistance Agreement Information**

Date of Agreement: 06/01/2012 Basic Amount: \$400.00

Options:  [Go](#) [Save](#) [Close](#)

Done [Trusted sites](#) | Protected Mode: Off 100%

14. When the Imaging Search page is launched from the AA Amended Agreement page, the Category defaults to 'Amended Agreement,' the Type defaults to Background Check, and the Participants defaults to the name of the child on the amended agreement record. eWiSACWIS will automatically search for all imaging records of the Type selected from today's date to a year prior. These dates can be modified to further narrow the search.
  15. If the Results group box has returned the image needed for the amended agreement, select the radio button next to the row then click the Continue button.
- Note:** If the Results group box does not display the necessary document based on the search criteria, a new image can be created by clicking the Create button. Clicking the Create button will launch the Imaging page (see the Imaging Quick Reference Guide). Once an image has been created and saved it will automatically display on the Imaging Search page (as long as the Date is within the Start Date and the End Date) and can be selected to link to the amended agreement record.
16. Once the search result needed is listed, click the radio button beside the row then click the Continue button.

**Imaging Search -- Webpage Dialog**

**eWiSACWIS** Print Spell Check Help

**Search Criteria**

Search by:  Name: Apple, Child (9222765) Start Date: 08/16/2011 End Date: 08/15/2012

Category:  Type:  Participants:

Hold down the 'Ctrl' key for multi-selection

**Results**

Category	Type	Participant	Date	File Name	
<input type="radio"/> Amended Agreement	Background Check	Apple, Child	07/05/2012	background check.pdf	<a href="#">Edit</a>

Record 1 to 1 of 1

17. Once the image has been linked to the amended agreement, an [Edit](#) hyperlink will display in the row. Clicking the [Edit](#) hyperlink will launch the Imaging record.
18. Enter date(s) in the Requested/Completed and Received field(s).

AA Amended Agreement - Windows Internet Explorer

**eWiSACWIS** TM Print Spell Check Help

**Basic**

Case: [Apple\\_Child \(9222765\)](#) Person: [Apple\\_Child \(9226129\)](#) DOB: 05/05/2005 Age: 7

**Amended Agreement Details** Confirmation of Needs CANS

**Documentation**

Type	Date Sent/Received	Image/Document	
Amended Agreement Request Received	04/10/2012	<a href="#">Edit</a>	<a href="#">Delete</a> <a href="#">Imaging Search</a>
Request for Documentation Sent	09/26/2012	<a href="#">Text</a>	<a href="#">Delete</a>

[Insert](#)

**Child Abuse and Neglect Background Check(s)**

Location	Requested/Completed	Received	Substantiation(s)	Image	
Kenosha	00/00/0000	00/00/0000	Pending (default)	<a href="#">Edit</a>	<a href="#">Delete</a> <a href="#">Imaging Search</a>
eWISACWIS	00/00/0000	00/00/0000	Pending (default)	N/A	<a href="#">Delete</a>

[Insert](#)

**Adoption Assistance Agreement Information**

Date of Agreement: 06/01/2012 Basic Amount: \$400.00

Options:  [Go](#) [Save](#) [Close](#)

Done [Trusted sites](#) | Protected Mode: Off 100%



19. The Adoption Assistance Agreement Information group box displays data from the original Adoption Assistance Agreement: Date of Agreement, Basic Amount (comes from the Child Basic Rate field), Supplemental Amount (from the Child Specific Rate field), Exceptional Amount, and Agreement Amount.
- **Note:** If Adoption Subsidy Type = MA only – at risk or MA only – not at risk, the Basic Amount field will be enabled and can be updated by the user. The new dollar value entered in the Basic Amount field by the user will then be factored into calculating the Amended Agreement Amount.

**AA Amended Agreement - Windows Internet Explorer**

**eWiSACWIS** TM Print Spell Check Help

**Basic**

Case: [Apple, Child \(9222765\)](#) Person: [Apple, Child \(9226129\)](#) DOB: 05/05/2005 Age: 7

**Amended Agreement Details** **Confirmation of Needs CANS**

**Adoption Assistance Agreement Information**

Date of Agreement:	06/01/2012	Basic Amount:	\$400.00
Adoption Subsidy Type:	MA w/subsidy amount	Supplemental Amount:	\$264.00
Provider:	<a href="#">Green Bean, Mom (9221782)</a>	Exceptional Amount:	\$336.00
		Agreement Amount:	\$1,000.00

**Requested Supplemental (CANS)**

Supplemental Points:	33	Supplemental Rate:	\$264.00
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**Amended Agreement Information**

Effective Date:	00/00/0000	Additional Amount:	\$0.00	Estimated End Date:	00/00/0000
		Amended Agreement Amount:	\$1,000.00	Actual End Date:	00/00/0000

**Decision**

Decision:  Decision Reason:

Comments:

Options:

Done  100%

20. When an AA Amended Agreement is created, the Supplemental Points and Supplement Rate fields pre-fill from the original Adoption Assistance Agreement. The Amended Agreement Amount will initially default to the original Agreement Amount. The new Supplemental Points and Supplemental Rate needed for the amended agreement will be determined when ratings selections on the Confirmation of Needs CANS tab have been modified. Upon clicking the Save button, the system will automatically calculate the new supplemental points and rate and add this to the Agreement Amount to determine the new Amended Agreement Amount.
21. Enter a date in the Effective Date field.
22. Click the Confirmation of Needs CANS tab.

23. The items on the Confirmation of Needs CANS tab pre-fill the ratings that are relevant in determining the new supplemental rate for Adoption Assistance and are in the appropriate birth to 5 or 5 to 17 age range for the child as of the date the amended agreement request was received. Update the rating for each applicable item.

**Note:** On the initial amended agreement record, the agreement ratings will be pre-filled to the tab and display the option of that rating in the Original Agreement column (the Previous Amended Agreement column will default to 'N/A' for each rating item). On subsequent amended agreements the ratings will pre-fill from the most recent amended agreement and the options in the Previous Amended Agreement column will reflect the ratings from that amended agreement record.

24. Launch the Child and Adolescent Needs and Strengths (CANS) template by selecting the text from the Options field then click the Go button.

**AA Amended Agreement - Windows Internet Explorer**

**eWiSACWIS** TM Print Spell Check Help

**Basic**  
Case: [Apple, Child \(9222765\)](#) Person: [Apple, Child \(9226129\)](#) DOB: 05/05/2005 Age: 7

**Amended Agreement Details** **Confirmation of Needs CANS**

0 = no evidence 1 = mild 2 = moderate 3 = severe [Manuals and Glossary of Terms](#)

			Original Agreement	Previous Amended Agreement
Adjustment to Trauma	0. <input type="radio"/> 1. <input type="radio"/> 2. <input checked="" type="radio"/> 3. <input type="radio"/>	<a href="#">Details</a>	2	N/A
Notes				
Traumatic Grief/Separation	0. <input type="radio"/> 1. <input type="radio"/> 2. <input checked="" type="radio"/> 3. <input type="radio"/>	<a href="#">Details</a>	2	N/A
Notes				
Intrusions	0. <input type="radio"/> 1. <input checked="" type="radio"/> 2. <input type="radio"/> 3. <input type="radio"/>	<a href="#">Details</a>	1	N/A
Notes				
Attachment	0. <input type="radio"/> 1. <input type="radio"/> 2. <input checked="" type="radio"/> 3. <input type="radio"/>	<a href="#">Details</a>	2	N/A

Options:  [Go](#) [Save](#) [Close](#)

Done Local intranet | Protected Mode: Off 100%

25. Click the Print button to print the template. Click the Close and Return to eWiSACWIS button to return to the AA Amended Agreement page.

9233273.0.rtf [Compatibility]

File eWiSACWIS

Print Cut Copy Paste Zoom Spell Check Copy From Bookmarks Close and Return to eWiSACWIS

Child and Adolescent Needs and Strengths (CANS) 5-17  
Amendment Confirmation of Needs  
Adoption Assistance

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

Name – Child / Youth		DOB
Apple, Child		05/05/2005
Effective Date	Age at Time of Assessment	Name – Adoptive Parent
07/01/2012	7	Green Bean, Mom

EMOTIONAL	0	1	2	3
Adjustment to Trauma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Traumatic Grief / Separation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Intrusions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attachment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dissociation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Eating Disturbance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sleep	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Psychosis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Depression	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Anxiety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Somatization	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Behavioral Regression	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affect Dysregulation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suicide Risk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Injurious Behavior	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Self Harm	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exploited	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

PHYSICAL	0	1	2	3
Developmental	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Cognitive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Autism Spectrum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Self-Care Daily Living	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Life Threat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Chronicity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Diagnostic Complexity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Emotional Response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Impairment in Functioning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Treatment Involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Intensity of Treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Organizational Complexity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily Functioning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life Skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BEHAVIORAL	0	1	2	3
Living Situation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Social Functioning - Peer	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Social Functioning - Adult	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Legal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Seriousness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. History	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Arrests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Community Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Legal Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Peer Influences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual Development	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Behavior	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Achievement	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Relations with Teacher(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Impulsive / Hyperactivity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Oppositional	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Conduct	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anger Control	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Substance Use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Danger to Others	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual Aggression	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delinquent Behavior	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Runaway	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Frequency of Running	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistency of Destination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Safety of Destination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

26. In order to see the updated rate on the Amended Agreement Details tab, click the Save button.

27. Click the Amended Agreement Details tab and verify the Supplemental Points and Supplemental Rate.

28. Select the appropriate option from the Decision and Decision Reason fields. Enter narrative text in the Comments field if needed.
29. To approve the AA Amended Agreement, select Approval from the Options drop-down and click Go. On the Approval History page, select the Approve radio button then click the Continue button. To complete the approval, click the Save button on the AA Amended Agreement page.

**AA Amended Agreement - Windows Internet Explorer**

**eWiSACWIS** TM Print Spell Check Help

**Basic**  
Case: [Apple, Child \(9222765\)](#) Person: [Apple, Child \(9226129\)](#) DOB: 05/05/2005 Age: 7

**Amended Agreement Details** **Confirmation of Needs CANS**

**Adoption Assistance Agreement Information**  
Date of Agreement: 06/01/2012 Basic Amount: \$400.00  
Adoption Subsidy Type: MA w/subsidy amount Supplemental Amount: \$264.00  
Provider: [Green Bean, Mom \(9221782\)](#) Exceptional Amount: \$336.00  
Agreement Amount: \$1,000.00

**Requested Supplemental (CANS)**  
Supplemental Points: 58 Supplemental Rate: \$464.00

**Amended Agreement Information**  
Effective Date: 11/01/2012 Additional Amount: \$200.00 Estimated End Date: 10/31/2013  
Amended Agreement Amount: \$1,200.00 Actual End Date: 00/00/0000

**Decision**  
Decision: **Approved** Decision Reason: **Approved for Services**  
Comments:

Options: **Go** **Save** **Close**

Done Trusted sites | Protected Mode: Off 100%

30. When the AA Amended Agreement receives final approval the page will become read only. The [Edit](#) and [Text](#) hyperlinks will change to [View](#) hyperlinks.
31. The Child Specific Rate for the AAFC Adoptive Home Service will automatically update with the new Amended Agreement Amount. The Effective Date is the month and year in which the new payment rate will begin to be generated for the Service. The rate is always a monthly rate.

32. A link to the AA Amended Agreement will display under the case outliner.

 [Apple, Child \( 9222765 \)](#) [Actions](#)

Pre-Adoptive Child    02/15/2012    Carnation, Carla    State Central Office

 Agreements and Notices

 [Adoption Assistance Agreement - \\$1000.00](#)

06/01/2012    Apple, Child

 [AA Amended Agreement - \\$1200.00](#)

11/01/2012    Apple, Child    Approved

 [Images \(3\)](#)

 Assets and Income

 Assignment

 Eligibility

 Related People


 Services

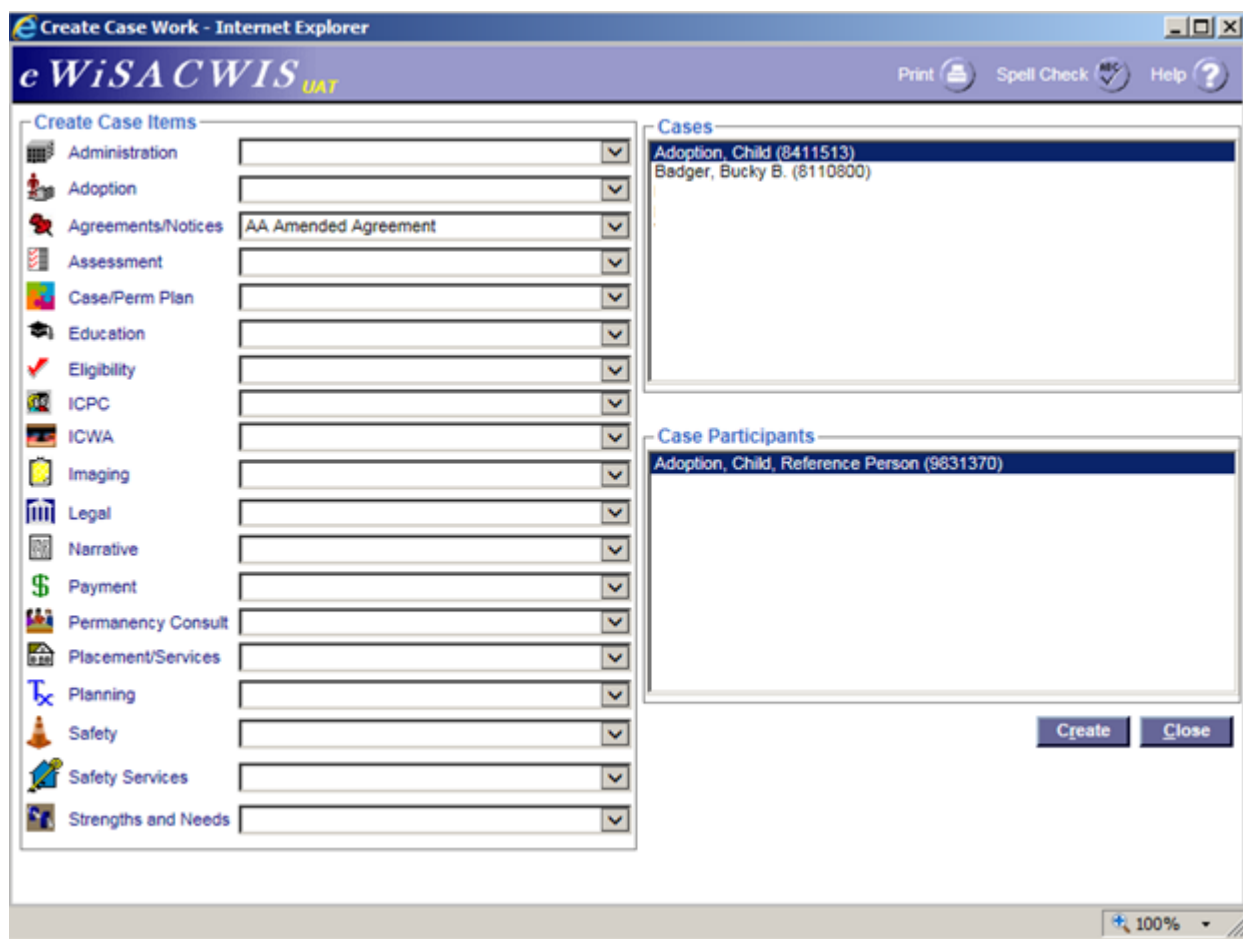
[Open Services](#)

 [Service - AAFC Adoptive Home](#)

06/01/2012    Green Bean, Mom    Apple, Child    State    Approved

## Creating a Pre-CANS Adoption Assistance Amended Agreement

1. From the desktop, go up to Create > Case Work or click the Case Work hot button . This will open the Create Case Work page.
2. On the Create Case Work page, select AA Amended Agreement from the Agreements/Notices drop-down. Select the appropriate case and the appropriate case participant. Click the Create button. This will open the AA Amended Agreement page.



The screenshot shows the 'Create Case Work - Internet Explorer' window for the 'eWiSACWIS UAT' system. The interface is divided into several sections:

- Header:** Includes the system name 'eWiSACWIS UAT' and navigation links for 'Print', 'Spell Check', and 'Help'.
- Create Case Items:** A vertical list of categories with corresponding dropdown menus:
  - Administration
  - Adoption
  - Agreements/Notices (Selected: AA Amended Agreement)
  - Assessment
  - Case/Perm Plan
  - Education
  - Eligibility
  - ICPC
  - ICWA
  - Imaging
  - Legal
  - Narrative
  - Payment
  - Permanency Consult
  - Placement/Services
  - Planning
  - Safety
  - Safety Services
  - Strengths and Needs
- Cases:** A list of available cases for selection:
  - Adoption, Child (8411513)
  - Badger, Bucky B. (8110800)
- Case Participants:** A list of available participants for selection:
  - Adoption, Child, Reference Person (9831370)
- Buttons:** 'Create' and 'Close' buttons are located at the bottom right of the main content area.
- Footer:** A zoom level indicator shows '100%'.

3. On the AA Amended Agreement page, complete the steps above for creating an AA Amended Agreement. For a pre-CANS AA Amended Agreement, the Confirmation of Needs CANS tab does not appear. Instead, the supplemental rate is determined by the Emotional, Behavioral, and Physical points. Select a value from the Emotional, Behavioral, and Physical fields under the New Points column. Once the Save button is clicked, the Amended Agreement Amount and the Additional Amount fields will update.

**Note:** If Adoption Subsidy Type = MA only – at risk or MA only – not at risk, the Basic Amount field will be enabled and can be updated. The updated Basic Amount will then be factored into calculating the Amended Agreement Amount.

4. Enter a date in the Effective Date field and select the appropriate Decision and Decision Reason.
5. To approve the AA Amended Agreement, select Approval from the Options drop-down and click Go. On the Approval History page, select the Approve radio button then click the Continue button. To complete the approval, click the Save button on the AA Amended Agreement page.

The screenshot shows the 'AA Amended Agreement' form in a Windows Internet Explorer browser window. The browser title bar reads 'AA Amended Agreement - Windows Internet Explorer'. The page header features the 'eWiSACWIS' logo and navigation links for 'Print', 'Spell Check', 'HBC', and 'Help'.

The form is divided into several sections:

- Basic:** Contains fields for 'Case:' (Jones, Amanda, M. (9221820)), 'Person:' (Jones, Amanda M. (9223389)), 'DOB:' (06/14/1999), and 'Age:' (13).
- Amended Agreement Details:** A sub-section containing 'Adoption Assistance Agreement Information' with fields for 'Date of Agreement:' (03/15/2006), 'Adoption Subsidy Type:' (MA only - at risk), 'Provider:' (Dumbledore, Albus (9221347)), 'Basic Amount:' (\$36.00), 'Supplemental Amount:' (\$12.00), 'Exceptional Amount:' (\$4.00), and 'Agreement Amount:' (\$0.00).
- Requested Supplemental (Pre-CANS):** A table comparing 'Original Points' and 'New Points' for Emotional, Behavioral, and Physical categories. Emotional points are 12 (Intensive) for both. Behavioral points are 4 (Minimal) for both. Physical points are 0 (Not Identified) for Original and 4 (Minimal) for New.
- Amended Agreement Information:** Contains 'Effective Date:' (12/01/2012), 'Additional Amount:' (\$0.00), 'Estimated End Date:' (11/30/2013), 'Amended Agreement Amount:' (\$0.00), and 'Actual End Date:' (00/00/0000).
- Decision:** Includes a 'Decision:' dropdown menu set to 'Approved' and a 'Decision Reason:' dropdown menu set to 'Approved for Services'.

At the bottom of the form, there is an 'Options:' dropdown menu, a 'Go' button, and 'Save' and 'Close' buttons. The browser's status bar at the very bottom shows 'Done', 'Trusted sites | Protected Mode: Off', and a zoom level of '100%'.

6. When the AA Amended Agreement receives final approval the page will become read only. The [Edit](#) and [Text](#) hyperlinks will change to [View](#) hyperlinks.

AA Amended Agreement - Windows Internet Explorer

**eWiSACWIS** Print Spell Check Help

Basic  
Case: [Jones, Amanda M. \(9221820\)](#) Person: [Jones, Amanda M. \(9223389\)](#) DOB: 06/14/1999 Age: 13

**Amended Agreement Details**

**Documentation**

Type	Date Sent/Received	Image/Document
Amended Agreement Request Received	12/03/2012	<a href="#">View</a>
Request for Documentation Sent	12/10/2012	<a href="#">View</a>
Finalized Amended Agreement	12/14/2012	<a href="#">View</a>

Insert

**Child Abuse and Neglect Background Check(s)**

Location	Requested/Completed	Received	Substantiation(s)	Image
eWiSACWIS	12/03/2012	12/03/2012	No	N/A
Green	12/03/2012	12/03/2012	No	<a href="#">View</a>

Insert

**Adoption Assistance Agreement Information**

Date of Agreement: 03/15/2006 Basic Amount: \$36.00

Options:  Go Save Close

Done Trusted sites Protected Mode: Off 100%

7. The Child Specific Rate for the AAFC Adoptive Home Service will automatically update with the new Amended Agreement Amount. The Effective Date is the month and year in which the new payment rate will begin to be generated for the Service. The rate is always a monthly rate.
8. A link to the AA Amended Agreement will display under the case outliner.

[Jones, Amanda M. \( 9221820 \)](#) [Actions](#)

Adoptive Home 03/17/2006 Cake, Caitlin M. State Central Office

Agreements and Notices

[Adoption Assistance Agreement - \\$0.00](#)

03/15/2006 Jones, Amanda M.

[AA Amended Agreement - \\$204.00](#)

12/01/2012 Jones, Amanda M. Approved

[Images \(4\)](#)

Assets and Income

Assignment

Eligibility

Planning

Related People

Services

Open Services

[Service - AAFC Adoptive Home](#)

12/01/2012 Green Bean, Mom Jones, Amanda M. State Approved



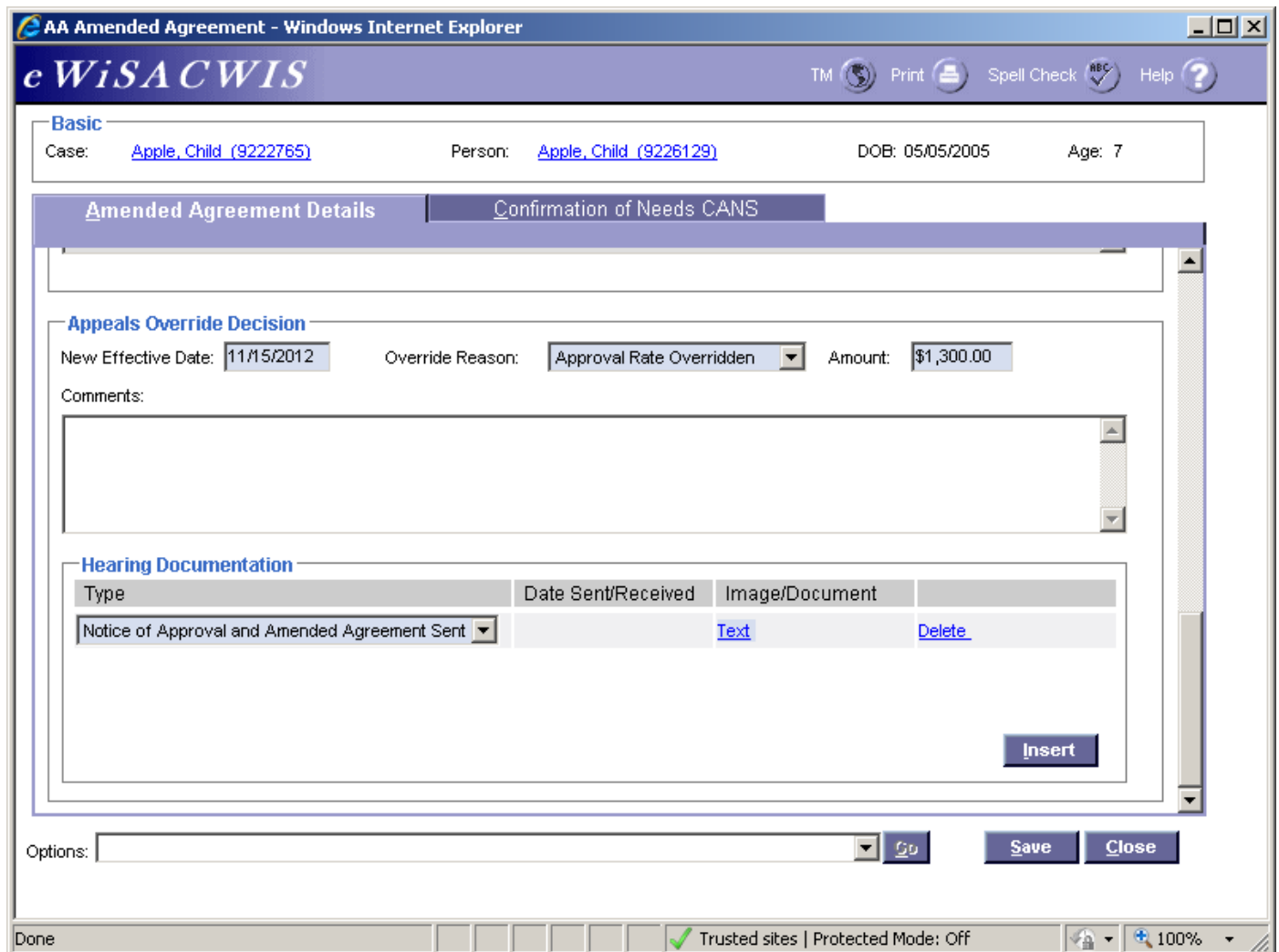
## Documenting an Amended Agreement Override

When an amended agreement has been approved, the effective date and amended agreement amount can be overridden when the option in the Decision field displays as 'Approved.'

1. To document the override first access the approved amended agreement from under the case outliner.

 [Apple, Child \(9222765\)](#) [Actions](#)  
Pre-Adoptive Child 02/15/2012 Carnation, Carla State Central Office  
 Agreements and Notices  
 [Adoption Assistance Agreement - \\$1000.00](#)  
06/01/2012 Apple, Child  
 [AA Amended Agreement - \\$1200.00](#)  
11/01/2012 Apple, Child Approved

2. Scroll to the bottom of the AA Amended Agreement page and expand the Appeals Override Decision section.



**AA Amended Agreement - Windows Internet Explorer**

**eWiSACWIS** TM Print Spell Check Help

**Basic**  
Case: [Apple, Child \(9222765\)](#) Person: [Apple, Child \(9226129\)](#) DOB: 05/05/2005 Age: 7

**Amended Agreement Details** **Confirmation of Needs CANS**

**Appeals Override Decision**  
New Effective Date:  Override Reason:  Amount:   
Comments:

**Hearing Documentation**

Type	Date Sent/Received	Image/Document
<input type="text" value="Notice of Approval and Amended Agreement Sent"/>		<a href="#">Text</a> <a href="#">Delete</a>

Options:

Done ☐ ☐ ☐ ☐ ☐ ☐ ☒ Trusted sites | Protected Mode: Off

3. Enter a date in the New Effective Date field.
4. Select an option from the Override Reason drop-down.

**Note:** An appeals override decision can be documented for a denied amended agreement. In these cases, select Denial Overridden-Approved. The Amount field will be disabled as the system does not update the child specific rate for denied records. When an denied amended agreement is overridden using the appeals override decision, the system will allow you to create a subsequent amended agreement without having to wait a year from the effective date.

5. Enter a value in the Amount field.
6. Click the Insert button to insert a row in the Hearing Documentation group box. If the documentation is attaching a document, click the [Imaging Search](#) hyperlink and retrieve the associated document from the Imaging Search page (described earlier in this guide). If the documentation is creating a template, click the Save button. Click the [Text](#) hyperlink to launch the template. The Forms page will launch and the template can be created from the Forms page (described earlier in this guide). Save and close the Forms page after the template has been launched. Once the Forms page is closed the system will generate the Date Sent/Received.
7. If other images related to the appeals override decision need to be scanned and linked to the amended agreement, additional rows can be added to the Hearing Documentation group box as needed.
8. Click the Save button. Upon save the system will freeze the fields in the Appeals Override Decision group box. The system will update the Rate History page for the AAFC Adoptive Home Service with the new rate based on the updated Amount entered for the appeals override decision.